



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

MCO 5215.1J
ARDB
7 Jul 05

MARINE CORPS ORDER 5215.1J

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS DIRECTIVES MANAGEMENT PROGRAM

Ref: (a) SECNAVINST 5215.1D
(b) CMC Policy Memo 3-00 of 25 Jun 00

Encl: (1) Format of an MCO
(2) Format of a NAVMC Directive
(3) Official Marine Corps Letterhead
(4) Procedures for Conducting Directive Reviews
(5) Format of a Commander's Local Order
(6) Format of a Commander's Local Procedural Manual

1. Situation. To update policy and responsibilities governing Marine Corps directives per the references.

2. Cancellation. MCO 5215.1H.

3. Mission. This Order provides policy for the preparation, approval, and maintenance of Marine Corps directives.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Marine Corps directives include the following:

(a) Order. The short title is "MCO". An MCO is the only written communication for establishing or changing Marine Corps policy. An MCO shall:

1. Establish, describe, or change existing policy, programs, major activities, and organizations; define missions; delegate authority; and assign responsibilities.

2. Not convey "how to" or any procedural guidance.

3. Be written in the format prescribed at enclosure (1).

4. Be signed by the Commandant of the Marine Corps (CMC); the Assistant Commandant of the Marine Corps (ACMC); the Deputy Commandant for Manpower and Reserve Affairs; the Deputy Commandant for Installations and

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Logistics; the Deputy Commandant for Plans, Policies, and Operations; the Deputy Commandant for Aviation; the Deputy Commandant for Programs and Resources; or the Deputy Commandant for Combat Development. The Deputy Commandants shall sign policy for their departmental areas of responsibility.

5. Policy shall not be established or changed using any method other than an MCO.

(b) NAVMC Directive. NAVMC directives shall convey the "how to" or other procedural guidance, not policy. A NAVMC directive shall:

1. Prescribe a method or specific plan of action for carrying out policy, provide directions or details for operating a program or activity, and assign responsibilities when there is no implementing MCO.

2. Be written in the format prescribed at enclosure (2).

3. Be signed by the principal officials identified in paragraph 4a(2)(f) of this Order.

(2) Concept of Operations

(a) Current Marine Corps directives are not required to be revised for the sole purpose of complying with the formats prescribed herein.

(b) As existing directives are revised, they shall comply with the policy in this Order.

(c) A directive shall not have more than nine changes. A change can be issued when less than 50 percent of the total number of pages are modified. When a directive exceeds 9 changes, or if 50 percent or more of the total number of pages are modified, the directive shall be revised.

(d) Issue changes to directives in the same format as the directive was issued.

(e) The CMC (ARDB) shall maintain a conversion table for Marine Corps directives to show the old and new directive designations. HQMC staff agencies and staff offices may maintain a conversion table for their department or command directives at their own discretion.

(f) List of Principal Officials

1. The principal officials listed below can sign NAVMC directives "by title":

Deputy Commandant for Manpower and Reserve Affairs
Deputy Commandant for Installations and Logistics
Deputy Commandant for Plans, Policies, and Operations
Deputy Commandant for Aviation
Deputy Commandant for Programs and Resources
Deputy Commandant for Combat Development

Counsel for the Commandant
Director, Command, Control, Communications and Computer
Director, Marine Corps Staff
Director, Intelligence
Staff Judge Advocate to the Commandant
Legislative Assistant to the Commandant
Director, Public Affairs
Inspector General of the Marine Corps

2. The principal officials listed below can sign NAVMC directives "By direction":

Commanding General, Marine Corps Combat Development Command
Commanding General, Marine Corps Recruiting Command
Commanding General, Marine Corps National Capital Region Command
Commanding General, Marine Corps Logistics Command
Commanding General, Marine Corps Systems Command
Commanding General, Training and Education Command
Assistant Deputy Commandant for Manpower and Reserve Affairs
Assistant Deputy Commandant for Installations and Logistics
Assistant Deputy Commandant for Plans, Policies, and Operations
Assistant Deputy Commandant for Aviation
Assistant Deputy Commandant for Programs and Resources
(Fiscal Director)
Assistant Deputy Commandant for Combat Development
Director, Personnel Management Division (MM)
Director, Manpower Plans and Policy Division (MP)
Director, Reserve Affairs Division (RA)
Director, Manpower Management Information Systems Division (MI)
Director, Personal and Family Readiness Division (MR)
President, Marine Corps Permanent Uniform Board
Director, Administration and Resource Management Division
Director, Marine Corps History and Museums

(g) Letterhead. All directives shall be issued on official Marine Corps Letterhead Sample at enclosure (3).

(h) Internal Reviews. Sponsors shall review their MCOs and NAVMC directives annually, following guidance in enclosure (4), to ensure they are necessary, currently applicable, and consistent with statutory authority. The methodology for conducting these reviews is at the department or command discretion.

(i) Mandatory Coordination

1. New directives, changes, and revisions shall be staffed to all HQMC staff agencies and staff offices for review and comment. Initial staffing shall include the CMC (ARDB) and (ARDE).

2. Upon completion of initial staffing and resolution of comments, sponsor shall send the original unsigned copy of the directive, the verbatim digitized version of the directive, all background materials, to include all staffing comments to the CMC (ARDB) for final clearance prior to signature. If any changes are required, the complete package will be sent back to the sponsor for correction.

3. For MCOs signed by the CMC or APMC, the CMC (ARDB) will forward the MCO and all background material to the DMCS for signature of the CMC or APMC. After signature, the DMCS shall return the MCO to the CMC (ARDE) for publishing.

4. For MCOs signed by a Deputy Commandant, the CMC (ARDB) will forward the MCO to the appropriate Deputy Commandant for signature. After signature, the Deputy Commandant shall forward the MCO to the CMC (ARDE) for publishing.

5. For NAVMC directives, the CMC (ARDB) will forward the NAVMC to the sponsor for signature. After signature, the sponsor shall forward the NAVMC to the CMC (ARDE) for publishing.

b. Coordinating Instructions. Submit recommendations concerning directives to the sponsor.

5. Administration and Logistics

a. CMC (ARDB) shall:

(1) Draft policy, manage the Directives Program, to include issuing procedures for preparing, staffing, and approving Marine Corps directives.

(2) Enforce the policy prescribed in this Order.

(3) Issue standard formats of directives for HQMC staff agencies and staff offices.

(4) Review MCOs prior to signature.

(5) Maintain and preserve the signed copy of the MCO, all background materials, and all staffing comments.

(6) Conduct a triennial review of MCOs, with a view toward canceling, updating, revising, or consolidating, as appropriate.

(7) Retire the official case file for each MCO to the Washington National Records Center.

(8) Maintain a conversion table of those MCOs that have been converted to NAVMC directives.

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b. Sponsors of directives shall:

(1) Comply with this Order when preparing, reviewing, and staffing Marine Corps directives.

(2) Enter distribution data for directives into the Marine Corps Publications Distribution System.


(3) Notify CMC (ARDB) upon cancellation or consolidation of MCOs and NAVMC directives.

c. Commanders shall issue their local orders and procedural manuals in the formats at enclosures (5) and (6).

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

b. Signal. This Order is effective the date signed.


W. L. NYLAND
Assistant Commandant
of the Marine Corps

DISTRIBUTION: PCN 10207570000

Copy to: 7000260 (2)
7000144/8145001 (1)



DEPARTMENT OF THE NAVY
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2 NAVY ANNEX
WASHINGTON, DC 20380-1775

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7 Jul 05

MCO 5215.XX
Sponsor code
(Date signed)

MARINE CORPS ORDER 5215.XX

From: Commandant of the Marine Corps
To: Distribution List

Subj: SAMPLE FIVE PARAGRAPH ORDER FORMAT

Ref: (If applicable)

Encl: (If applicable)

1. Situation. This paragraph is in place of the "Purpose" paragraph directed by SECNAV 5215.1. This paragraph is used to describe the purpose of the order.

2. Mission. Task to be accomplished. When cancellation of an order is required, a "Cancellation" paragraph will be paragraph "2", and the "Mission" paragraph will be paragraph "3". A cancellation paragraph is required when canceling other orders and by higher authority regulation. When the "Cancellation" and "Mission" paragraphs are both used, the directive will have six paragraphs.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(2) Concept of Operations

b. Subordinate Element Missions (main effort, supporting efforts, and reserve).

c. Coordinating Instructions (identify and discuss instructions that are common to two or more elements).

4. Administration and Logistics

5. Command and Signal

a. Command. Reserve applicability.

b. Signal. This (order/directive) effective date signed.

(CMC, ACMC, or Deputy Commandant's initials and last name) (e.g., I. M. ACMC)

DISTRIBUTION: PCN 102XXXXXXXXX

Copy to: 7000106 (3)
7000144/7000260/8145001 (2)

DISTRIBUTION STATEMENT A: Approved for public release, distribution is unlimited.

ENCLOSURE (1)



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

MCO 5215.1J
7 Jul 05

IN REPLY REFER TO:
NAVMC DIR XXX.XX
Sponsor Code
(Date signed)

NAVMC DIRECTIVE XXXX.XX

1. PURPOSE. State purpose of this NAVMC directive.
2. CANCELLATION. (If applicable)
3. INFORMATION.
4. SCOPE.
5. COMMAND. (If applicable)
6. CERTIFICATION. Reviewed and approved this date.

Signature authority
is as indicated in MCO 5215.1J

DISTRIBUTION: PCN 103XXXXXXXX

Copy to: 7000106 (3)
7000144/70000260/8145001 (2)

DISTRIBUTION STATEMENT _ : (Appropriate distribution statement as determined by sponsor.)

ENCLOSURE (2)



DEPARTMENT OF THE NAVY
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SAMPLE

ENCLOSURE (3)

PROCEDURES FOR CONDUCTING DIRECTIVE REVIEWS

1. All Marine Corps orders (MCOs) and NAVMC directives (NAVMCs) are to be subjected to an intense content review annually. This review shall be conducted independently by the directive sponsor, and triennially under the cognizance of the Records, Reports, and Directives Management Section (ARDB), Headquarters Marine Corps.
2. In all instances, a redundancy test comparing content with any/all other similar topic directives will be conducted by the sponsor to ensure the directive under review does not merely reiterate existing policy, orders, regulations, guidance, or instructions while neither adding nor providing any Marine Corps specific guidance. Any directives deemed redundant shall be cancelled.
3. The following specific questions must be answered based upon the content, currency, and applicability of the directive subject to review.
4. An answer of "No" to any of the questions indicates a need to change, revise, consolidate, or cancel the directive.

MARINE CORPS ORDERS

(1) Is this MCO absolutely necessary to establish, revise, or implement Marine Corps policy commensurate with Public Law or higher authority policies or regulations?

(2) Are the listed references still in affect and unchanged since issuance of this MCO?

(3) Has the content passed a redundancy test with all other similar subject higher authority policy issuance (i.e., any/all Marine Corps orders that serve no other purpose than to reiterate higher authority policy orders, directives, or regulations absent Marine Corps' specific policy guidance shall be cancelled)?

(4) Is this MCO in the proper format and signed by the applicable authority (i.e., signed by the Commandant of the Marine Corps (CMC); the Assistant Commandant of the Marine Corps (ACMC); the Deputy Commandant for Manpower and Reserve Affairs; the Deputy Commandant for Installations and Logistics; the Deputy Commandant for Plans, Policies, and Operations; the Deputy Commandant for Aviation; the Deputy Commandant for Programs and Resources; or the Deputy Commandant for Combat Development). The Deputy Commandants must sign all policy orders for their departmental areas of responsibility, the authority to sign policy issuances cannot be delegated to lower echelons.

ENCLOSURE (4)

NAVMC DIRECTIVES

(1) Is this NAVMC absolutely necessary to prescribe a method or specific plan of action for carrying out policy, ensuring compliance with higher authority regulations, or assign responsibilities in the absence of an implementing Marine Corps order?

(2) Are the listed references still in affect and unchanged since the issuance of this directive?

(3) Is the content still applicable?

(4) Has the content passed a redundancy test with all other similar subject higher authority directives (i.e., any/all directives that serve no other purpose than to reiterate or implement higher authority regulations absent Marine Corps specific implementation guidance or instruction shall be cancelled)?

(5) Is this NAVMC in the proper format and signed by the applicable authority [i.e., signed by the designated "Principle Official" identified in MCO 5215.1J, paragraph 4a(2)(f)]? The designated Principle Official must sign all directives issued under their authority. Authority to sign Marine Corps directives cannot be delegated by the designated Principle Official to lower echelons.

5. Certification of the completed annual review for each and every directive under the sponsor's purview shall be forwarded to the Records, Reports, and Directives Management Section (ARDB), Publishing and Logistics Management Branch (ARD), Administration and Resource Management Division (AR), Programs and Resources Department (PR), Headquarters Marine Corps prior to the end the calendar year.

6. For a list of directives requiring annual review or other information and assistance, contact the Head, Records, Reports, and Directives Management Section (ARDB), Headquarters Marine Corps.

ENCLOSURE (4)



Unit Address

MCO 5215.1J
7 Jul 05

XXO SSIC.XX
Sponsor code
(Date signed)

ACTIVITY CODE/NAME SSIC.XX (e.g., BATTALION ORDER SSIC.XX)

From: Commanding Officer or Officer In Charge

To: Distribution List

Subj: SAMPLE FIVE PARAGRAPH ORDER FORMAT

Ref: (If applicable)

Encl: (If applicable)

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a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(2) Concept of Operations

b. Subordinate Element Missions (main effort, supporting efforts, and reserve).

c. Coordinating Instructions (identify and discuss instructions that are common to two or more elements).

4. Administration and Logistics

5. Command and Signal

a. Command. Reserve applicability.

b. Signal. This (order/directive) effective date signed.

(Signer's Name)

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

ENCLOSURE (5)



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Unit Address

PM XXXX
Sponsor Code
(Date signed)

ACTIVITY CODE/NAME PROCEDURAL MANUAL SSIC (e.g., 8th TKBN PROCEDURAL MANUAL SSIC)

1. PURPOSE. State purpose of this PROCEDURAL MANUAL
2. CANCELLATION. (If applicable)
3. INFORMATION.
4. SCOPE.
5. COMMAND.
6. CERTIFICATION. Reviewed and approved this date.

(Signer's Name)

ENCLOSURE (6)